

REMEMBER—if recyclables aren't prepared properly, they're trashed!

YES: Paper and Cardboard

Corrugated cardboard (boxes) FLATTENED Magazines Office Paper (all colors) Newspaper (B&W, color and shiny inserts) Paperboard (cereal boxes, aka chipboard) Aseptic cartons (milk cartons/juice/broth) Junk mail (including window envelopes) Telephone books



Aluminum cans Aluminum foil and disposable bakeware Steel and/or tin cans EMPTY aerosol cans

YES: Glass

Clear glass (bottles and jars) Brown or amber glass (like beer bottles) Green bottles (like beer or wine bottles)

YES: Plastics (jars, jugs, bottles, tubs) #1 through #5 Plastic bottle caps (left ON the bottle)

DO:

- Rinse containers of any food or chemical residue
- Squeeze the air out of **plastic** bottles and put plastic cap back on; No need to remove paper or plastic labels or plastic rings
- Flatten cardboard cartons
- No need to remove staples, paper clips or plastic windows from office paper
- Keep shredded paper in plastic bags (use clear or opaque if possible)
- Store together in **ONE** recycling bin

DO NOT:

- Put plastic or metal caps back onto glass jars
- DO NOT BREAK glass
- Include food or chemical-contaminated containers with other recyclables. Residue can attract vermin & insects; put hauler & processing plant employees in danger; may contaminate other material
- Try to sneak in something that is clearly not recyclable.
- Put paper or cardboard outside where it will get wet (keep in plastic or use a covered container)
- Use black plastic bags to store recyclables. They will be treated as trash.





